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# SOI Technical Questions

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Do the file names stated in the General Qualifications (ie., “Statement\_of\_Interest.pdf”, “Resumes.pdf”, and “Organization\_Chart.pdf”) have to be named exactly that or will firms get disqualified?

***No, they do not have to match, this is the name on the screen for which you are to attach each one.***

Can firms put the E# in the file name somewhere? This helps if working on multiple SOIs due on the same day.

***Yes, we have no restrictions.***





On Resumes, what is required/expected in the “Title” field and the “Primary Responsibilities” field? Is the “Title” their company title or their title/role on the project.

***There are no clear requirements. The Districts should weigh in on this, but my expectation is that is the title they will have for the project and the responsibilities are what they will be doing for us on the project.***



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How does PennDOT check the font sizes of the SOI's? The General Requirements do say that the .pdf document will be checked using Adobe Pro. If Adobe Pro is unavailable, they will convert the .pdf document to a Word document.

***Most of the time we do not have an issue with converting to word. All firms should take the PDF and convert it back to word to make sure.***

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What information is required in the SOI (Do they want the District, E#, Submission Date, etc. standard information in the header? On every page?)?

***There are no requirements to have this information. The Districts should weigh in if that is information they like to see.***

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Are there font restrictions on the Org Chart and Resumes?

***No, just file size for org chart.***

Are there “unwritten rules” about what you can/cannot include on the org chart? Will you get disqualified if you try to squeeze something extra in?

***Not from Central Office perspective, the Districts should weigh in on this.***

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What do they want on the Resume in the field where it says Resume #?

***This field is just to help keep track of the resumes submitted. Example if 6 resumes were required, then they would list each of those 6, 1 thru 6.***

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What is the history behind the 9-day turnaround and has there been any discussion/thought to providing a longer turnaround time (3 week/14 business days).

***This is part of procurement regulation. We must have the planned project for a minimum of 14 days and the advertisement period of 10 days which gives the required days by law. The districts have the authority to have the ad longer than the minimum 10 days. Ads always go out on Monday or the Friday before for holidays and are always due on Thursday.***





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Page 4, are you only allowed the prescribed statements, or can you put a point of contact? What will get you disqualified?

***I would not recommend adding anything other than those statements on the 4<sup>th</sup> page. Contact information should be on the one of the other 3 pages. It technically could be reason for disqualification.***

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